Temporary appointments of Qualified Typists and Stenographers through the Employment Exchange in Bangalore and Mysore.

OFFICIAL MEMORANDUM.

ORDER No. E. 12858-900—R. & P.S. 5-52-4, DATED BANGALORE, THE 7TH JANUARY 1953.

A recommendation has been made to Government by the Employment Advisory Committee connected with the Employment Exchanges in the State, to authorise the Heads of Government Departments to recruit qualified typists and stenographers for immediate employment through the Employment Exchange, if the Public Service Commission are unable to supply the required hands. Under the existing rules of recruitment, the appointing officers may, pending receipts of the approved lists of candidates, their appointment and joining duty, make temporary (interim) arrangements for conduct of urgent work by appointing locally or readily available candidates, strictly adhering to the standing rule that a Backward Community candidate only should be appointed in a 'special' vacancy and that all such appointments made by the Unit Officers by appointing local candidates, should be got approved by the Public Service Commission if the period for which such appointments are made, exceeds three months. The Heads of Departments and other Unit Officers may, subject to the above-mentioned rules of recruitment, appoint temporarily qualified typists and stenographers through the Employment Exchange in Bangalore and Mysore, pending issue of approved lists of typists and stenographers by the Public Service Commission. These temporary candidates may also apply for inclusion in the approved list of the Public Service Commission.

N. PUTTARANGASWAMY,
Chief Secretary to Government.

FINANCIAL SECRETARIAT

Issues further rules regarding Review of Measurements recorded in the Measurement Books of the Public Works Department by the Divisional Accountant and Check-measurements by the Public Works Officers.

READ—

Letter No. 373—W.M. G.C., dated the 20th August 1952, from the Accountant-General, Mysore, Bangalore, suggesting for the reasons mentioned, introduction of further rules regarding Review of Measurements recorded in the Measurement Books of the Public Works Department by the Divisional Accountants and Check-measurements by the Public Works Officers.

ORDER No. FL. (B) 12044-6—C.R. 50-52-2, DATED BANGALORE, THE 8TH JANUARY 1953.

The followinng rules, in addition to the rules already in force in respect of Review of Measurements recorded in the Measurement Books by the Divisional Accountants and Check-measurements by the Public Works Officers, are laid down :—

I. Review of Measurements by the Divisional Accountant.

In addition to the audit of measurements relating to final bills on running accounts and first and final bills which are invariably submitted to the Divisional Office for audit and payment, the Divisional Accountant should review not less than 25 per cent of other entries in measurement books on the basis of which payments are made. For this purpose, a register will be kept by the Divisional Accountant, showing the numbers of measurement books with pages in respect of 25 per cent of the bills (excluding final bills) paid during a month. The information should be collected from the paid bills direct before their transmission to the Audit Office.